

Seattle Police Department Nightlife Security Training FAQ's

How do I register my employees?

Complete a separate registration form for each class date you are sending employees and return it by email to bob.peth@seattle.gov. Each form allows up to 15 attendees to be registered at one time. Complete the process early to get the date you want and to avoid having a class canceled due to low enrollment.

I am having a hard time submitting my completed form. What should I do?

The most common problem is opening the form in a browser. Make sure you open the form in Adobe Acrobat or Adobe Reader. You can download a free copy at www.get.adobe.com/reader/ If you are still having problems you can print and sign the completed form and [email](#) Det. Bob Peth. He will make arrangements to get the form mailed in or picked up.

What information do I need for the registration process?

For each person who will be attending class you will need their most recent State ID or Driver License Number and the state from which it was issued.

Gathering ID numbers is kind of a pain, isn't there an easier way?

Submitting ID numbers allows us to complete our administrative work in advance and have certificates ready when the class is completed. You can substitute First and Last Names instead of ID #'s but that will extend the time necessary to complete the class and processing time leading to a delay in issuing certificates.

Why do we have to complete a separate form for each training date?

Since most clubs prefer to send most or all of their staff to the same class this actually saves a few steps and by not splitting registration forms it eliminates errors and reduces administrative work on our end.

What if the date I want to sign up for is not on my form?

Contact Det. Bob Peth at bob.peth@seattle.gov. Forms are updated periodically and you probably either have an old version of the form or there has been a change in the schedule.

Where is the class held, what do we need to bring, etc.?

The class is normally held at the SPD Headquarters (Seattle Justice Center) at 5th & Cherry downtown. Confirmation of the class and location, maps, directions, and details will be emailed approximately one week before the class date. You should expect to bring

How do I pay for the class?

Class fees can be paid by cash or by check (payable to "City of Seattle"). Payment can be made the day of the class or in advance if you prefer. For advance payment instructions contact Det. Bob Peth at bob.peth@seattle.gov.

For all other questions please contact Det. Bob Peth at bob.peth@seattle.gov